



Maryland Judiciary

Job Announcement

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OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

Opening Date:	December 10, 2015	Closing Date:	December 24, 2015
Job Title:	Internal Auditor, Lead	Position Type:	Regular Full Time
PIN:	069656	FLSA Status:	Exempt
Location:	Internal Audit Department Administrative Office of the Courts Internal Affairs Division Annapolis, Maryland	Grade/Salary:	J14 \$50,397 - \$80,458 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: This is the lead level of internal auditing work of the Maryland Judiciary operations and records. This position will lead auditors as they perform financial, information systems, operational, and/or compliance audits of the operating units of the Judiciary. The Internal Auditor Lead has the responsibility of performing audit functions along with scheduling, assigning, reviewing, and approving the work of the Internal Auditors. Employees in this position receive general supervision from the Internal Audit Manager. Technical guidance may be received from the Director, Internal Audit. The audits involve travel throughout the state and some overnight stays, as appropriate.

Education: Bachelor's Degree from an accredited college or university.

Experience: Minimum of three years of experience in public or governmental auditing, accounting, financial analysis, information systems, or related field.

Preferred: CPA, CIA, or CISA. Experience conducting financial, operational, and compliance audits. Three credit hours of auditing at an accredited college or university; a willingness and ability to take auditing and/or professional certification courses; and professional or other court-related experience with the Maryland Judiciary is highly desirable.

Notes: CPA or CIA or a Master's Degree in Accounting may be substituted for one year of the required auditing experience. CPA or CIA plus two (2) years of related experience with the State of Maryland Judiciary may be substituted for two years of audit experience.

Skills/Abilities: Knowledge of generally accepted accounting principles and practices and of auditing standards. Ability to analyze records, reports, and other business and financial documents and to note details and facts pertinent to the audit assignment. Ability to use automated data processing information systems, personal computers and software related to auditing. Ability to communicate effectively. Valid Maryland driver's license. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.